



University of  
**Salford**  
MANCHESTER

Joule Physics Laboratory

Final Year BSc Students'

# PROJECT GUIDE

2023-2024

## 1. PROJECT OBJECTIVES AND STRATEGY

### ***The Objectives of the Project***

There are a number of related objectives to project work:

1. To learn and gain knowledge and experience by working independently, with appropriate guidance.
2. To undertake practical and theoretical work in order to achieve a specified goal.
3. To take part in the planning and management of the project in order to achieve the required objectives.
4. To develop the skills and abilities defined in the strategy of approach below.

In total, to simulate the professional activities of a graduate physicist.

### ***The Strategy of Project Studies***

In order to meet these objectives, there is a well-accepted route to problem solving which students are advised to adopt. This route is detailed below.

1. Problem identification and specification.
2. Analysis of available knowledge, techniques, constraints and resources.
3. Synthesis of the relevant components of this information to indicate possible routes to problem solution.
4. Evaluation of these possible routes, leading to a decision on the optimum route to be adopted.
5. Production of a planned timetable of goals to be reached at various stages in the activity in order to meet the problem specification.
6. Execution of this plan with modifications made for obstacles to progress not foreseen at the outset.
7. Careful recording, at each stage of the Project, of the results achieved and evaluation of their importance.
8. The achievement of the planned goal.
9. Comparison of the achievement reached with the initial specification and the planned achievement.
10. Communication of the entire Project activity for assessment in terms of the report requirement and the project interview.

***Students are expected to keep a Blackboard journal log to record ALL work undertaken, results obtained, ideas, etc. This journal must be available to the supervisor(s) when required. (See page 5 for more details).***

### ***Criteria for Project Assessment***

In order to give you some guidance as to the level of achievement that we expect for different categories of mark, a detailed list of the criteria used for assessing all the different elements of your project are given later in this guide, along with the detailed marking scheme.

## 2. SAFETY AND ASSESSMENT OF RISKS IN FINAL YEAR PROJECTS

### PROJECTS CANNOT COMMENCE UNTIL A HEALTH AND SAFETY FORM HAS BEEN SUBMITTED ON BLACKBOARD

The importance of safety in both the home and work environments is reflected in legislation such as the Health and Safety at Work Act, the Control of Substances Hazardous to Health (COSHH) and the Electricity at Work Act. It is clear that the responsibility for safety falls both upon the employer and employee performing the work.

As a student you are not strictly classed as an employee, but the University does expect you to acquaint yourself with any hazards inherent in the work you do and to minimize any danger to yourself and others. The majority of students will enter industry after graduation, and in this case you will certainly be expected to become familiar with and to observe safety legislation. This could easily include performing a risk assessment of your area of work. If an accident occurs, either to you or to someone else, it is vitally important to be able to prove that the question of safety has been seriously addressed and that all reasonable steps to minimize the risks have been taken.

The purpose of completing the risk assessment is to identify hazards and quantify the level of risk they pose. The assessment then identifies what existing control measures are in place and allows for additional measures to be identified if required. You must include an *assessment of risks as part of your project documentation*.

#### ***How to fill in the project risk assessment form***

Additional information and the form can be found on Blackboard.

The risk assessment form should be completed with the help of your supervisor. It is the responsibility of the supervisor to ensure the risk assessment is suitable and sufficient and that risk assessments are reviewed should any significant changes to the project be made.

Complete the cover sheet and Initial Risk Assessment, as this will help you decide which extra assessment pages may be required depending on the nature of your project.

**Should this assessment return 'Adequate' risk ratings for the proposed work and your supervisor is in agreement then no further action is required.**

If your project consists only of software development, computing, or theory, then you must make this clear on the initial risk assessment document by writing for example **SOFTWARE ONLY**. Other project students must complete all the remaining relevant sections.

**Once completed, this form should be submitted to Dr Heather Yates, via Blackboard**

**KEEP A COPY FOR YOUR FILES.**

If during the course of the year you have any queries or reservations about the safety aspects of your project, the *Safety Officer (Amanda Tilley)* will be pleased to discuss them with you.

### 3. ALLOCATION OF PROJECT AND PROJECT SUPERVISION

#### ***Allocation***

The project allocation process starts with the circulation of documents outlining the expertise of staff. Working from this list, students should decide on an area of physics that interests them and then discuss this with the appropriate member of staff. Once the student has decided which project he/she wants to do, this *must* be agreed with the member of staff concerned, who will then become the project supervisor.

To formalize this process, the student will be required, in consultation with their supervisor, to fill out the ***Project Specification Form***. This must be signed by the student, by the supervisor as confirmation that the project specification has been discussed and agreed, and finally by a second supervisor, whose role is a) to confirm that the project is realistic and suitable, and b) to be an alternative point of contact for the student in the event that the supervisor becomes unavailable at any time.

**Once completed, this form should be submitted to Dr Heather Yates, via Blackboard.**

**KEEP A COPY FOR YOUR FILES.**

#### ***Supervision***

The primary function of the Supervisor is to define, introduce and provide the student with advice throughout the project period. This will include encouragement and aid in defining, planning, executing and reporting the project. The student will be expected to make regular, weekly contact with the supervisor to discuss progress and future plans. **At least once every two weeks there must be a more formal meeting** the date of which is recorded. A summary of the meeting must be recorded in your project journal, along with comments from your supervisor.

**It is the student's responsibility to arrange and attend these formal meetings**, and failure to do so will have implications regarding the final supervisor mark obtained.

**It is particularly important that as the project progresses students become self-reliant and show as much initiative as possible. This includes the acceptance of self-responsibility and input of initiative and effort, since it is an assessment criterion. The Supervisor will carefully monitor this process of disengagement.**

### 4. ETHICAL APPROVAL

**THIS MUST BE SUBMITTED BEFORE THE PROJECT STARTS**

See Appendix I and Blackboard for more detail and app link.

Students are required by University regulations to complete an on-line ***Ethical Approval Form***, in consultation with their supervisor. This in most cases will be to formally confirm a review has taken place of the ethical aspects of the activity so ethical clearance can be obtained. As most physics projects do not involve human participants, human tissue/fluids/DNA, animals, potentially hazardous material the answers to the questions will be 'no'.

## 5. PERFORMANCE OF THE PROJECT

### *Allocation of Time to Project Work*

Projects this year may be formally timetabled. Students will be expected to spend an appropriate amount of time on project work over the two trimesters, this should average out to not less than **8 hours per week**.

However, bear in mind the balance between the project and the rest of your course. The relative weighting in marks between project and examinations should also be a guide. Divide your time and effort in proportion.

### *Project Journal*

Throughout the project period each student will be responsible for keeping a record of his or her work in a project journal. This is found on the Blackboard module site and is accessible by student and supervisor.

The project journal should contain a proper record in a chronological format of all relevant information, recorded in appropriate detail and clarity. The project journal should provide details of scientific papers read, experimental details, coding design/reasons for modification, data obtained plus any other information that is deemed important to the project such as evidence of calculations and reasons for taking particular courses of action.

The project journal should also include details of each summary/meeting with your supervisor, including date, progress reported and agreed details of future work. Your supervisor will give you verbal and written feedback on your progress at these meetings.

The project journal will be inspected weekly by your supervisor, at the progress interview (at the end of trimester 1) and at your informal interview with the external examiner. **This journal and a supervisor mark will form 30% of the overall mark for the project.**

## 6. PROGRESS REPORTING

You will be expected to report your progress to a panel of physics staff during the last week of trimester 1 (dependent on timing of exams). A few slides should be provided to give a 5 minute overview of your project. You should describe the aims of the project, background research, progress to date and plan of work to be carried out in Trimester 2 with an approximate timescale. Mark criteria are available on the Blackboard module site.

A mark will be allocated forming **20% of the overall mark for the project.**

## 7. FINAL REPORT

A copy of your final report must be submitted via Blackboard towards the end of trimester 2, which will be followed by a presentation and interview by a staff panel. A mark will be allocated forming **50% of the overall mark for the project**.

### **Remember that there are penalties for late submission.**

Details for the preparation and submission of the project report are given in Appendix II.

You should consult your supervisor about the format of your report, but as a general principle, a report is like a longer version of a formal laboratory report. It should be aimed at a reader with a good scientific background, but someone who knows nothing about the details of your work (such as the external examiner). Do not include elaborate detail in the main body of the report, but you may include it in appendices if you wish (which will not be included in the **6000 word limit**). For theoretical/computational projects; calculations, program listings etc. are generally put into an appendix, although short sections of programs, for example important algorithms, may be included in the main text.

The project report **could typically** include the following sections but if you are conducting a theoretical or computer based project then discuss the layout with your supervisor:

#### **Title page, Abstract and Acknowledgements**

##### **Introduction**

The background to the project, why the project was undertaken, what it set out to achieve.

##### **Theory and Literature Review**

The established theory of the subject and previous work on which the project is based. This section will generally not contain any original material.

##### **Experimental/Procedure**

The general details of what you did in your project. In the case of computational or theoretical projects, development details would go here.

##### **Results and analysis**

This important section will present the results of your work, possibly in the forms of tables and/or graphs of data, and any analysis. In the case of development projects, especially computational, this section should indicate what the developed system does, with screen dumps wherever possible.

##### **Discussion/conclusions**

This section should summarise what was achieved with reference to the original aims, and if appropriate suggest further work.

##### **References & Bibliography**

In the appropriate format.

##### **Appendices**

If appropriate. Include program listings, any fine detail, large amounts of raw data etc. Basically you cannot assume that the examiners will not read appendices in detail, but your supervisor may want to refer to them.

## 8. PLAGIARISM

**THE UNIVERSITY TAKES PLAGIARISM VERY SERIOUSLY**, it is very important that you do not plagiarise, inadvertently or otherwise.

### *What is Plagiarism?*

The definition of plagiarism is the taking of work or an idea and passing it off as your own. This includes any text, diagrams, tables, graphs etc. that have been previously published (this includes information from internet). The most common types of plagiarism include (but are not restricted to):

- Copying another individual's work, with or without their consent/knowledge, and presenting this as one's own work.
- Quoting or summarizing the work of another author without acknowledgement and appropriate referencing.

Plagiarism is avoided by:

- acknowledging clearly and fully by referencing work and ideas that originate from other people. This includes the source of copied diagrams.
- making sure that the dissertation is written in your own words.

Information regarding the formatting of references and bibliography can be found at:

<https://www.salford.ac.uk/skills>

The Blackboard submission sites include a declaration confirming that the work submitted is your own, with all sources duly acknowledged.

#### Assignment 1

By submitting my work here I declare that:

- this work is my own
- the work of others used in its completion has been duly acknowledged
- experimental or other investigative results have not been falsified
- I have read and understand the University Policy in the Conduct of Assessed Works (Academic Misconduct Procedure).

Anyone suspected of plagiarism will have his/her report run through the plagiarism detection software: **Turnitin**.

If you are found guilty of plagiarism, the University will take appropriate disciplinary action, which may result in expulsion from the University. The Policy on the Conduct of Assessed Work (Academic Misconduct) is available at the main University website at:

<https://www.salford.ac.uk/askus/topics/admin-essentials/academic-misconduct>

## 9. VISIT OF THE EXTERNAL EXAMINER

The External Examiners may visit individual students to discuss their project work towards the end of the second semester. This is not a formal interview or an examination, its purpose is for the External Examiners to familiarise themselves with the subject, aims and some of the results of your project. This will help them in making their assessments of the final reports in preparation for the final Examining Board in June.

**You will be expected to provide an abstract (approximately 300 words) in advance giving an overview of your project. At the interview you may bring any other information that you feel will be of use when discussing your project.**

## 10. THE PROJECT ORAL INTERVIEWS

Formal oral interviews on the work of the project and the project report will take place very shortly after the end of the final examinations. An exact date will not be known until the examination schedules are set. This interview will play a major part in the assessment of your project.

Interviews are conducted by a project panel that will include your supervisor and other members of academic staff who will not have come into contact with you during the course of the project. In this way a more objective assessment can be achieved of your effort and performance.

Students should approach the interview in a professional manner, as though they were promoting a product or idea, or attending a job interview.

Approximately, 15 - 20 minutes are allocated for the interview. Students will be expected to give a 5 minute presentation (video or 'live'). All students will then be asked questions by members of the panel. The questions will not be designed to trip up the student, but merely to determine his or her depth of understanding of the project topic.

The video should be in MP4 format and can be recorded with voice over in MS-Powerpoint or alternative software such as Screencast-o-matic. Software and help guides are available from Salford University Library with a range of help on presentations (oral and written) and use of IT software.

<https://www.salford.ac.uk/library/know-how/collaborate-ultra>

[Presentations and Videos | University of Salford](#)

Marks will be given as described in the proforma in Section 11.



## 11. ALLOCATION OF MARKS

The marks available for Project work are allocated in particular ways as outlined by the example proforma below. Note: this is only given as a guide to show how marks are allocated.

		Supervisor	Reader	Panel	Overall
Progress Report	Progress Reporting			/100	
	TOTAL %				/20%
Supervisor mark	Journal record (written)	/20			
(informed by entries in Journal)	Initiative	/20			
	Effort	/20			
	Progress made relative to apparent difficulty	/40			
	TOTAL %				/30%
Dissertation	Written report	/30	/30		
	Oral defence			/40	
	TOTAL %				/50%

## 12. CONCLUSION

This document has attempted to outline what is required to successfully completing your final year project. If you have any questions relating to the operation of the module contact Dr Heather Yates.

## APPENDIX I – Ethical Approval Process

Additional Information can be found on Blackboard.

The ethical approval online process should be completed with the help of your supervisor. The link to the app is found [here](#).

Note that taught projects/dissertations are classified as either Type 1, 2 or 3 in terms of their ethical implications. These categories are defined as follows:

**Type 1:** routine project work. No further ethical approval beyond this form required following Supervisor sign-off.

**Type 2:** routine project work involving human/animal subjects/tissue where ethical issues have been considered and appropriately addressed. Ethical approval will be required from both the Project Supervisor and a member of the Ethical Approval Panel for Taught Programmes.

**Type 3:** projects where there is a significant ethical dimension. Ethical approval will be required from both the Project Supervisor and two members of the Ethical Approval Panel for Taught Programmes. This process is managed by the R&E Research Centres team.

**All students must complete all of the following forms before starting a project:**

- Project Specification
- Risk Assessment form
- Ethical Approval Application (on-line)

**REMEMBER: YOU CANNOT START YOUR  
PROJECT BEFORE THESE FORMS HAVE BEEN  
SUBMITTED**

**APPENDIX II – PREPARATION OF PROJECT REPORT**

1. A copy of your report (in .pdf format) must be submitted via Blackboard. It should have a header page prepared according to the template available on Blackboard with your name, project title, year of study and the name of your degree programme. It is examinable material and becomes the property of the University. **You should keep a copy for reference and this copy should be brought with you to your project interview.**
2. The length, not including abstract, references and appendices, should be not greater than **6,000 words**. It must be stressed that this is an upper limit, not a target; there will be no advantage in submitting a report that is longer than is necessary to fully describe your project work.
3. Each copy should be *typewritten (12 point Times New Roman font for body of text and 14 point for titles, section headings, etc)* on plain A4 size paper. The Report should be presented in clear and well-constructed English.
4. The first page should be a **title page**, including the date and the words: “This report is presented in partial fulfilment of the requirements for the award of the degree of B.Sc. with Honours in (*course name*)”. The second page should comprise an **ABSTRACT** (maximum 250 words) that concisely states the **objectives and results obtained**. This may be a revised version of the one submitted earlier for the External Examiner’s visit.
5. The third page may contain an **acknowledgment** of the part played by those who assisted with the progress of the project.
6. The **MAIN REPORT** (maximum 6,000 words). This should be a self-contained document that chronicles the work done and the achievements of the project. In addition to an introduction and statement of the aims of the project, it should contain a discussion of the possible methods of achievement of those aims and a description of the proposed solution including, for example, the equipment needed and used. The complete software or experimental design of the work undertaken should be described, the results obtained evaluated, and conclusions drawn and expressed, and you should make clear what part of the report refers to your own work and what is summarising previously available data or theoretical derivations.
7. The report should be 1.5 line spaced for easy reading. (The appendices and supplementary material can be single spaced if you wish.)
8. Include a list of **REFERENCES** to previously published work or other communications. Each research paper, book, diagram or other source of information (e.g. manufacturer's data) that has been referred to in your report **must** be referenced in the text. Remember to give credit to all previously available data on your topic. References should be listed in order of their appearance in the text, at the end of your report. References should be written in the form shown in:  
  

<https://www.salford.ac.uk/skills>
9. Pages must be numbered. Figures, graphs, tables and photographs should be numbered and placed at the appropriate point in the report. With the advances of technology, recent reports have tended to include an excess of photographs and diagrams (often in colour) that do not add materially to the presentation. Do not get carried away with technology unless it adds significantly to your report.

## **IMPORTANT PROJECT DATES**

### **w/c 18th September 2023 (week 1)**

Confirm project details and supervisor.

Start completing the following documents:

**Project specification** form (available on Blackboard)

**Risk assessment** form (available on Blackboard)

**Ethics App** (available on-line)

**Project plan**

**Friday 22nd September 16:00** Deadline for **submission of project specification** form  
(to confirm project and supervisor)

### **w/c 25th September (week 2)**

Meeting with supervisor to check the following:

**Ethics Application** submitted.

**Risk assessment** form to be completed and **submitted via blackboard**.

**Project plan** to be discussed.

**Friday 29<sup>th</sup> September 16:00** Deadline for **submission of Ethics and Risk Assessment**.

### **w/c 9th October 2023 (week 4)**

Formal meeting with supervisor

**Full project plan**, including timescales, full set of aims and objectives, synopsis of background work done to date to be **submitted to supervisor via Project Journal**.

**Friday 13th October 16:00** Deadline for **submission of plans into Journal**.

### **Friday 8th December 2023 (week 12) 16:00**

Deadline for **submission of progress presentation slides and Trimester 2 action plan** via Blackboard.

### **w/c 11<sup>th</sup> December 2023 (week 13)**

**Oral Presentation of progress and interview** - marks allocated.

(Students will be expected to demonstrate progress made). Project journals must be up to date.

### **Friday 8th March 2024 (week 25) 16:00**

Project abstract to be **submitted via Blackboard** (for external examiners' visit).

### **w/c 18th March 2024 (week 27)**

**Formal meeting** with supervisor to discuss draft copy of project report.

Visit of external examiners (Schedule provided once date agreed)

**Friday 19th April 16:00 (week 31)** – Deadline for **submission of project report** via Blackboard.

**Submission of completed Journal** for marking.

**Late April/Early May 2024** (exact date to be determined when examination timetable is known)

Oral presentation & interview